



## FY20 BROWNFIELDS ASSESSMENT GRANT

### Narrative Information Sheet

1. **Applicant Identification:** Region IV Development Association  
202 Falls Avenue  
Twin Falls, Idaho 83301-5079
  
2. **Funding Requested**
  - a. Assessment Grant Type: Community Wide
  - b. Federal Funds Requested
    - i. Requested Amount: \$300,000
    - ii. We are not requesting a Site-Specific Assessment Grant waiver of the \$200,000 limit.
  - c. Contamination: Hazardous Substances (\$210,790) and Petroleum (\$89,210)
  
3. **Location:** The target area includes the following nine counties in south central Idaho: Blaine, Camas, Cassia, Elmore, Gooding, Jerome, Lincoln, Minidoka, and Twin Falls
  
4. **Property Information for Site-Specific Proposals:** not applicable
  
5. **Contacts**
  - a. Project Director:
 

Name: Brenda Hastreiter  
 Title: Community Development Planner/Project Manager  
 Address: 202 Falls Avenue,  
 Twin Falls, Idaho 83301  
 Phone: 208-732-5727 ext. 3007  
 Fax: 208-732-5454  
 Email: BHastreiter@csi.edu
  
  - b. Chief Executive/Highest Ranking Elected Official
 

Name: Jeff McCurdy  
 Title: President  
 Address: 202 Falls Avenue  
 Twin Falls, Idaho 83301  
 Phone: 208-732-5727 ext. 3010  
 Fax: 208-732-5454  
 Email: jmccurdy@csi.edu

6. **Population:** The total population in our nine-county region is 218,314.

Blaine County	21,583	Elmore County:	26,232	Lincoln County:	5,296
Camas County:	886	Gooding County:	15,110	Minidoka County:	20,448
Cassia County:	23,472	Jerome County:	23,039	Twin Falls County:	82,248

**7. Other Factors Checklist**

Other Factors Checklist		
	Other Factor	Page #
	<i>None of the Other Factors are applicable.</i>	
X	Community Population is 10,000 or less.	Narrative Info Sheet; Pages 1 and 4
	Applicant is, or will assist, a federally recognized Indian tribe or United States territory.	
	The priority brownfield site(s) is impacted by mine-scarred land.	
	The priority site(s) is adjacent to a body of water (i.e. the border of the priority site(s) is contiguous or partially contiguous to the body of water, or would be contiguous or partially contiguous with a body of water but for a street, road, or other public thoroughfare separating them).	
	The priority site(s) is in a federally designated flood plain.	
X	The redevelopment of the priority site(s) will facilitate renewable energy from wind, solar, or geothermal energy; or any energy efficiency improvement projects.	Page 3
	30% or more of the overall project budget will be spent on eligible reuse planning activities for priority brownfield site(s) within the target area.	

**8. Letter from the State or Tribal Environmental Authority:**

A letter of acknowledgement from the Idaho Department of Environmental Quality is attached to this Narrative Information Sheet.

NARRATIVE INFORMATION SHEET ATTACHMENT  
LETTER FROM IDAHO DEPARTMENT OF ENVIRONMENTAL QUALITY



STATE OF IDAHO  
DEPARTMENT OF  
ENVIRONMENTAL QUALITY

1410 North Hilton • Boise, ID 83706 • (208) 373-0502  
[www.deq.idaho.gov](http://www.deq.idaho.gov)

Brad Little, Governor  
John Tippetts, Director

November 22, 2019

Georgia Dimick  
Community Development Planner  
Region IV Development Association, Inc.  
P.O. Box 5079  
Twin Falls, Idaho 83303-5079

Re: State Letter of Acknowledgement for Region IV Development Association Brownfields 104(k)  
Grant Application

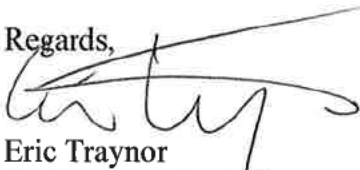
Dear Ms. Dimick:

This letter acknowledges that the Region IV Development Association has notified the Idaho Department of Environmental Quality (IDEQ)- the designated State Environmental Authority- that the Region IV Development Association is submitting to the Environmental Protection Agency (EPA) a \$300,000 Brownfields Assessment Grant. The notification to IDEQ satisfies the notification criteria of the EPA Proposed Guidelines for Brownfields Assessment Grants.

The Region IV Development Association intends to apply for both petroleum and hazardous substances funding. The Region IV Development Association covers the nine Southern Idaho counties of Blaine, Camas, Elmore, Gooding, Jerome, Lincoln, Minidoka, and Twin Falls. The Region IV Development Association has submitted to IDEQ a list of 6 priority sites that they would like to use the funding for assessment activities.

The IDEQ fully supports the submission of a Brownfields 104(k) Assessment Grant application in order to help in the effort to revitalize Brownfield Sites in their communities.

Regards,



Eric Traynor  
Idaho Brownfields Program Manager  
Idaho Department of Environmental Quality  
Phone: (208) 373-0565  
Email: [eric.traynor@deq.idaho.gov](mailto:eric.traynor@deq.idaho.gov)

## NARRATIVE/RANKING CRITERIA

## **REGION IV DEVELOPMENT ASSOCIATION RANKING CRITERIA**

### **1. PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION**

#### **a. Target Area and Brownfields**

##### **i. Background and Description of the Target Area**

Region IV Development Association (RIVDA) is applying for a \$300,000 brownfields assessment grant to assess sites in nine counties in south central Idaho; Blaine, Camas, Cassia, Elmore, Gooding, Jerome, Lincoln, Minidoka, and Twin Falls Counties. The unique landscape of this 14,650 square mile area ranges from mountains in the north to the agriculturally dominated Snake River Plain in the south. In the mid-1800s, pioneers traveled the Oregon Trail through the area, following the Snake River. People began settling in the area in the mid to late 1800s. As agriculture took hold, many supporting businesses developed such as pesticide manufacturers, maintenance shops, and warehouses.

Today our communities range from small towns like Fairfield with 402 people (the only town in Camas County) to the largest city of Twin Falls, with over 47,000 people. The Snake River runs through the area and provides water to support a lush agricultural region. Known as the Magic Valley, this area is home to one of America's most diverse food baskets. The Magic Valley is where the famous Idaho Potato is grown and is home to companies like Chobani, New Cold, McCain Foods, Darigold, and Clif Bar.

Although the Magic Valley is flourishing, too often those that work in agriculture and food processing are being left behind. Low pay and a lack of affordable housing have made it harder for families to cover basic expenses. In addition, changing agricultural practices have left abandoned warehouses in our city centers as new food manufacturing facilities and cold storage warehouses are constructed along the Interstate 84 corridor outside of town. Our counties and cities are working together to identify opportunities for affordable housing and to bring development back to the city centers. This means we must address potential contamination at brownfields sites that formerly supported agriculture to create vibrant communities for those that work hard to support these areas. As the regional economic development entity, we want to be at the forefront, working with residents and developers to guide sustainable development for future generations.

##### **ii. Description of the Priority Brownfield Site(s)**

There are a multitude of brownfields sites in the nine-county target area. We selected five priority sites based on input from the communities, redevelopment potential, and community need.

*Jerome Post & Pole:* This site was a post and pole treatment facility and an auto salvage yard. It now has stained soil and poorly maintained buildings in the small downtown. The Jerome Urban Renewal Area (URA) is considering acquiring the property to foster redevelopment but is concerned about potential contaminants due to past uses. These include petroleum compounds, metals, and pentachlorophenol. A brownfields assessment and cleanup (if necessary) would clear the way for the URA to reuse this property in a prime location where tax increment financing can help entice new development

*Glenns Ferry Trophy Club Lounge:* This former bar and lounge, including three buildings, sits vacant on five city lots on a prime corner in Glenns Ferry. Constructed in circa 1904, past uses have included a butcher shop and brothel, prior to becoming a bar and lounge. The top floor of the building currently has three vacant apartments. Concerns of asbestos and lead-based paint have hindered the sale of the building. This site is a priority due to its potential use for housing which is much needed in the area.

*Twin Falls Globe Feed & Seed:* This two-story building, built in 1920, sits vacant in the old warehouse district in Twin Falls. It was used as a shipping center connecting the Snake River Plain to international markets, as well as for fruit, potato, and onion handling. This site is a priority due to the redevelopment momentum in the neighborhood and the property is in an urban renewal district and owned by the Twin Falls Urban Renewal Agency. The Urban Renewal Agency also has redevelopment partners interested in the property, but plans have stalled due to potential asbestos, lead-based paint, petroleum and other potential contaminants. An underground storage tank was pulled in 2000, but no soil sampling was performed.

*Rupert B&B Market:* This site is a priority for the community because of its prime location on the main street through Rupert. The building was constructed in 1970 and the property was used as a gas station. Leaking underground storage tanks have been removed but there are currently groundwater restrictions on the property. For this reason, we would like to conduct petroleum vapor screening as well as testing for asbestos and lead-based paint so the building can be reused or demolished.

*Jerome Tire Site:* This site is an eyesore and has been cited as a public nuisance for three years. There are no buildings but approximately one of nearly four acres is covered in piles of tires. Junked cars and trailers sit on the remaining property. It is in a prime industrial location in a dairy processing district. An industrial developer has shown interest in the property, but not in its current condition due to concerns about potential contamination. Contaminants could include petroleum and metals. The County is currently removing the tires from the property, but this is a slow process due to the number of tires.

## **b. Revitalization of the Target Area**

i. Reuse Strategy and Alignment with Revitalization Plans Infill redevelopment is a priority for the RIVDA region and reflected in the Comprehensive Economic Development Strategy (CEDS)<sup>1</sup> as well as local planning efforts. Redevelopment of Globe Seed & Feed, located in an Urban Renewal District, fits well with the Twin Falls Comprehensive Plan<sup>2</sup>, working to preserve historic places in the downtown Warehouse Historic District while bringing new business and innovation to Twin Falls. Globe Feed & Seed will include a first-floor food innovation research center with the second floor designated to non-profits related to value-added agriculture and the rooftop will be used as an event space. As part of Jerome's Strategic Plan, it is a priority to continue marketing Jerome as the prime location in the Magic Valley for industrial expansion. At the Jerome Tire Dump, an industrial developer is interested in the property but is hesitant due to the environmental uncertainties associated with the junk vehicles, tires, and other miscellaneous waste on the property. The County is in the process of removing the tires, but a brownfields assessment is needed before this developer will commit. The Glenns Ferry Trophy Club is located on a prime corner in Glenns Ferry, but the fear of asbestos is turning away potential purchasers. The CEDS prioritized downtown revitalization in all the towns across the region and as a potential anchor property, the reuse of the Trophy Club would bring vibrancy back to downtown. The Trophy Club previously had apartments on the second floor. We are hoping with brownfield assessment and redevelopment, the building can again have multiple uses with much needed housing on the second floor. The redevelopment of the B&B Market is supported by Rupert's Urban Renewal Plan<sup>3</sup>, which seeks to spur economic growth and revitalize deteriorated areas in the City's Urban Renewal Area. Assessment and cleanup of this site will allow potential developers to access several incentives including New Market Tax Credits, local workforce training programs, tax increment financing (TIF), and tax reimbursement incentives.

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<sup>1</sup> Region IV Development Association Comprehensive Economic Development Strategy 2014-2019

<sup>2</sup> Twin Falls Grow With Us Comprehensive Plan, Adopted November 7, 2016

<sup>3</sup> City of Rupert Urban Renewal Plan, 2012.

## ii. Outcomes and Benefits of Reuse Strategy

The target area of nine counties includes six separate opportunity zones. Four of our five priority brownfields sites are in those Opportunity Zones. The Globe Feed & Seed site in Twin Falls will help spur economic growth in the Warehouse Historic District. The Warehouse Historic District is slowly turning over to a vibrant area of the City, but the Globe Feed & Seed, covering about a half of a block, is still an eyesore distracting from the other benefits of the area. If redeveloped, this space will house offices geared toward non-profit organizations and the ground floor will include a food innovation research center. Due to over production and decreasing prices for milk itself<sup>4</sup>, processing is a necessary means for dairy-focused areas to survive economically. Processing is a large industry in the RIVDA region, and a food innovation research center will provide opportunities to explore beyond traditional milk and cheese products.

Both priority sites in Jerome are in the Jerome Opportunity Zone. With industrial redevelopment at these properties, we will see job creation and the city will see an increased tax base. At the Trophy Club property in Glenns Ferry apartments included on the second floor of the redeveloped building will provide much needed housing for the residents of Glenns Ferry. RIVDA will work with developers to encourage the use of energy efficient building practices in the redevelopment of properties assessed using brownfield assessment grant funds.

## c. **Strategy for Leveraging Resources**

### i. Resources Needed for Site Reuse

As a non-profit organization and an economic development entity, RIVDA is eligible for a wide variety of funding and has experience applying for and managing grants and loans. RIVDA is eligible for EPA brownfields cleanup and revolving loan fund grants and will apply for those as needed. In addition, the Idaho Department of Environmental Quality Brownfields program has funds to conduct assessment and cleanup. Idaho Gem Grants are available for planning and implementation of economic development projects including the remediation of slum and blight conditions blocking business development and could be used for planning, cleanup or redevelopment. The Twin Falls Globe Feed & Seed, Jerome Post & Pole and B&B Market sites are all located in urban renewal districts. TIF funds are available for redevelopment at these sites but first brownfields assessment and potential cleanup must be conducted. RIVDA also manages loan programs that can be used for redevelopment including the US Small Business Administration 504 Loan Program, US Economic Development Association Revolving Loan Fund, and the US Department of Agriculture Rural Development Intermediary Relending and Micro Loan Programs. The State of Idaho has additional grant and loan funds available that could be used for housing at the Trophy Club site in Glenns Ferry, such as Community Development Block Grants and Rural Development Block Grants for funding housing and economic development projects. The City of Twin Falls has committed to assisting with planning efforts at brownfields sites throughout Twin Falls, including the Globe Feed and Seed site, which offsets the need to use brownfields grant dollars. Each year RIVDA assists local communities in obtaining and managing multi-million-dollar projects in grants and loans. Our community turns to us when seeking small business and redevelopment resources, and we will be there to help our small communities revitalize brownfields sites after assessment.

### ii. Use of Existing Infrastructure

As we focus on infill redevelopment, the priority brownfields sites in the target area are all connected to community water and sewer and have power, phone, and internet connection. The Glenns Ferry Trophy Club, Twin Falls Globe Feed & Seed, and Rupert B&B Market buildings are likely able to be reused after assessment and any necessary cleanup. The Jerome Tire Dump is adjacent to railroad tracks available to transport goods. With an economy heavily based on agriculture, a sound transportation system is

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<sup>4</sup> [https://commerce.idaho.gov/content/uploads/2019/03/OZ\\_Jerome.pdf](https://commerce.idaho.gov/content/uploads/2019/03/OZ_Jerome.pdf)



necessary. Goals in our CEDS include planning efforts in land use and transportation planning. We have conducted working sessions with leaders from different representatives of the logistics sector including the Idaho Transportation Department and railroads.

## **2. COMMUNITY NEED AND COMMUNITY ENGAGEMENT**

### **a. Community Need**

#### **i. The Community's Need for Funding**

RIVDA and the communities it serves do not have funds for brownfields assessment. Most of the communities in our nine-county area have populations under 10,000 people. RIVDA is primarily funded through grants from the US Economic Development Agency, supplemented by Community Development Block Grant support within their associated communities. This funding is focused and does not provide an opportunity to address brownfields assessment. The communities that house our priority sites have no extra funding to put toward assessment. For example, in Jerome, the poverty rate for youth under 18 is 30.1%, nearly twice the Idaho rate of 17.8%. The per capita income is \$16,074, less than that of Idaho (\$25,471) and the US (\$31,177).<sup>5</sup>

Communities in the Magic Valley are struggling due to a 27% decrease in net farm income in 2018, decreasing for the fifth year in a row. Although production increased, the prices went down and expenses went up.<sup>6</sup> And 2019 and 2020 may not be looking better. With the recent bankruptcy of Dean Foods, dairy farmers in the Magic Valley are concerned. Nearly 56% of Idaho dairy farms and over 76% of dairies are in southern Idaho<sup>7</sup> and one of those dairies is Meadow Gold, a subsidiary of Dean Foods. A shut down of the company could have devastating effects on the local economy.

#### **ii. Threats to Sensitive Populations**

##### *(1) Health or Welfare of Sensitive Populations*

The RIVDA region has a large Hispanic/Latino population at 22.4% of the population.<sup>5</sup> The teen pregnancy rate in Idaho Public Health District 5, which incorporates eight of our nine counties, is 16.3 pregnancies per 1000 females aged 15-17 compared to Idaho at 11.1 pregnancies. More striking is the Hispanic teen pregnancy rate of 23 pregnancies per 1000 females aged 15-17, nearly three times the rate for non-Hispanic of 8.6 pregnancies.<sup>8</sup> Children born to teen mothers have higher rates of being incarcerated during adolescence, lower school achievement, and a higher likelihood of giving birth as a teen<sup>9</sup>, which continues the cycle.

Agriculture employs more Hispanic and Latino persons than any other industry in Idaho.<sup>10</sup> The counties in our target area have higher percentages of Hispanic residents (average of 22.4%) than all of Idaho (12.2%). On average, Hispanic workers in Idaho earn less than other workers. For example, median annual earnings among full-time, year-round Hispanic male workers was \$29,084 in 2014, compared to \$46,479<sup>5</sup> among non-Hispanic male workers. Lower wages mean less money for housing, potentially increasing the risk of exposure to asbestos and lead based paint in aging structures. Redeveloping brownfields sites to make space for new affordable housing could help reduce these potential risks.

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<sup>5</sup> 2013-2017 US Census American Community Survey

<sup>6</sup> <https://www.idahofb.org/News-Media/2019/01/idaho-net-farm-income-dropped>

<sup>7</sup> <https://southernidahodevelopment.com/target-industry/agricultural-products/>

<sup>8</sup> Idaho Community Health Assessment 2015

[http://healthandwelfare.idaho.gov/Portals/0/Health/Final%20Draft%20IHA%202015\\_web%20version.pdf](http://healthandwelfare.idaho.gov/Portals/0/Health/Final%20Draft%20IHA%202015_web%20version.pdf)

<sup>9</sup> <https://youth.gov/youth-topics/pregnancy-prevention/adverse-effects-teen-pregnancy>

<sup>10</sup> University of Idaho McClure Center for Public Policy Research, March 2016 Hispanics: Labor Force & Economy

*(2) Greater Than Normal Incidence of Disease and Adverse Health Conditions (5 points)*

Brownfields and their associated contaminants may lead to health concerns for area residents. Benzene, a common contaminant which is known to cause leukemia, has industrial use in lubricants, rubbers, dyes, solvents, drugs and pesticides; and is frequently found at petroleum release sites. Our counties, with many industrial workers, have high rates of leukemia, including Blaine, Camas, Gooding, and Lincoln Counties with rates that range from 21.5-37.4/100,000 persons, and range to over twice the state of Idaho's rate of 17.3 cases per 100,000 persons. In addition to leukemia, high rates of lung cancer are seen in Camas, Elmore, and Gooding Counties (59-78/100,000 persons). This is higher than the state rate of 55.8/100,000 persons.<sup>11</sup> Asbestos is a known cause of lung cancer and other diseases and is contaminant of concern at brownfields sites including the Glenns Ferry Trophy Club and Rupert B&B Market. Assessing and cleaning up brownfield's sites will help our population reduce exposures to cancer causing contaminants and have better health outcomes.

*(3) Disproportionally Impacted Populations*

Residents living in the target area deal with negative environmental consequences regularly. Mercury is found in elevated levels in fish across the region from coal fired power plants, mining, and other industrial sources. Fish advisories are in place statewide and reservoirs in the target area have additional advisories. For example, it is recommended that pregnant women and children under the age of 15 do not eat bass or walleye from the Salmon Falls Creek Reservoir.<sup>12</sup> Fishing is popular in Southern Idaho and puts food on the table for many families. Mercury in the fish puts a daily burden on residents. In addition, each year, wildfires plague the area and continue to worsen in the face of climate change. Smoke floods our communities from wildfires not only in our area but also from Colorado, Montana, and Oregon, depending on wind direction.

Brownfields sites create additional concerns to residents that are already dealing with other environmental challenges. Brownfield redevelopment will help move environmental justice issues forward by providing housing for our low-income Hispanic/Latino population, including many who work in processing facilities. It will diversity the economy through downtown improvements that entice residents to support local businesses instead of having blighted town centers.

**b. Community Engagement**

**i. Project Partners and ii. Project Partner Roles**

RIVDA has strong partnerships throughout the target area and regularly works with each of the cities and nine counties. The partners below are specific to our priority sites.

Select List of Partners		
Partner	Point of Contact	Specific Role in Project
<b><i>Economic Development Organizations (non-profit)</i></b>		
Southern Idaho Economic Development (SIED)	Connie Stopher, Executive Director 208-732-6459 connies@southernidaho.org	Business attraction and retention for redeveloped sites in SIED's 7-county district, particularly for ag. innovation groups to relocate to the Globe Seed & Feed site.
Southwest Idaho Rural Development & Elmore County Economic Development	Christy Acord, Director 208-598-0886 elmorecountyedpro@gmail.com	Local contact for brownfield site owners and local government in Glenns Ferry. Will help find sites, secure site access, and work with developers. Is marketing Glenns Ferry Trophy Club site.

<sup>11</sup> Cancer Data Registry of Idaho, Idaho Hospital Association, County Cancer Profiles 2011-2017

<sup>12</sup> Idaho Department of Health and Welfare, Eat Fish, Be Smart, Choose Wisely

Select List of Partners		
Partner	Point of Contact	Specific Role in Project
Jerome 2020	Larry Hall, Executive Director 208-539-0200 llhall@jerome2020.com	Point of contact for redevelopment of the Jerome Post & Pole and Tire sites. Will help identify sites in City and County of Jerome and educate potential investors about Assessment grant benefits.
<b>Local Governments</b>		
City of Twin Falls	Nate Murray, Executive Director of Urban Renewal Agency 208-735-7240 nmurray@tffd.org	Owner of Globe Feed & Seed and working with redevelopment partners. Help find additional sites and coordinate City resources (including TIF) for cleanup.
City of Jerome, Urban Renewal Agency	Mike Williams, City Manager mwilliams@ci.jerome.id.us (208) 324-8189	Coordinate site access with local landowners. Potential purchaser of the Jerome Post & Pole site. Will work with developers in urban renewal district to take advantage of TIF funding.
<b>Property Owners and Developers (private, for-profit)</b>		
David and Annette Payne	David Payne (b) (6)	Trophy Club owner. Determine schedule for cleanup and residential development. Provide site access.
<b>Housing Advocacy (non-profit)</b>		
Idaho Housing & Finance Association	Erik Kingston erikk@ihfa.org (208) 331-4706	Serve low-income residents near the Jerome Post & Pole site as they seek to retain or improve housing status during redevelopment.

### iii. Incorporating Community Input

We plan to communicate progress and identify new sites through annual public meetings, at least 6 small stakeholder meetings with landowners, 12 quarterly email updates to all of the Project Partners listed above, and the active presence of our Brownfields Coordinator at our board meetings (which have representatives from multiple local communities), as well as the board meetings of Southern Idaho Economic Development and Southwest Idaho Rural Development. At these board meetings, our Brownfields Coordinator will hear concerns (for example about timing of assessment, or equitable use of funds across our counties), identify community needs related to redevelopment, and communicate our plans and achievements. The public meetings will be announced on our website, in the newspaper, and in the quarterly email updates to project partners. All meetings will accommodate sight, hearing and ADA needs as needed. Due to a large Hispanic population, we will provide information in Spanish as needed. Our Qualified Environmental Professional (QEP) will prepare an informational fact sheet to illustrate the Assessment grant opportunity to site owners, lenders, and local governments. Each fact sheet will have contact information for our Brownfields Coordinator. Consideration of community input and preparation of a response will be through our Brownfields Coordinator for routine matters, and via written response from our Board President if significant concerns or complaints arise.

## 3. TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS (50 POINTS)

### a. Description of Tasks/Activities and Outputs

**Task 1: Program Management** – Activities will include procurement of a QEP, completing eligibility questionnaires, facilitating site access, producing quarterly reports, entering information into the Assessment, Cleanup, and Redevelopment Exchange System (ACRES), and coordinating with EPA on progress toward Work Plan goals. We will also meet with landowners about proposed assessments and their findings, update local City and County officials on site-specific activities in their respective areas, and attend one national brownfields conference. *Schedule:* October 2020 - September 2023. *Lead:* RIVDA staff. *Outputs:* One QEP contract, 10 site eligibility questionnaires and 10 access agreements, 12 quarterly reports, ACRES entries for 10 new sites, one final Status Report.

**Task 2: Community Outreach** – Activities will include completing a community outreach plan, creating a brownfields page on our website, providing quarterly email updates to our redevelopment partners, preparing educational fact sheets and developing presentation materials, expanding relationships with developers, lenders, and blighted property owners through small stakeholder meetings. *Schedule:* December 2020 – July 2023. *Lead:* RIVDA with support from the QEP. *Outputs:* Brownfields page added to our web page, 12 quarterly email updates to redevelopment partners, an informational fact sheet, 5 fact sheets discussing site specific assessments, 3 public meeting presentations, and 6 local stakeholder meetings.

**Task 3: Site Assessment** – Activities will include producing a Programmatic Quality Assurance Project Plan (QAPP) and completing 6 Phase I assessments (2 petroleum, 4 hazardous substance) and 9 Phase II Assessments (2 petroleum, 7 hazardous substance). Phase Is will target the following concerns on our Priority Sites: identify pole treatment areas at Jerome Post & Pole, determine drain/sump locations and historical chemical handling/disposal practices at the Globe Seed & Feed site, and perform All Appropriate Inquiries to support sale and industrial redevelopment of the Jerome Tire Dump. Three new non-priority sites will also receive Phase Is to support revitalization of two former tank sites (petroleum) and one blighted building (hazardous substance).

Phase II assessments will include the following activities at Priority Sites. At Jerome Post & Pole, surface soil testing will be conducted site wide to support soil management during construction, and subsurface/groundwater testing will target historical pole treatment areas. At the Glenns Ferry Trophy Club, building materials will be tested for asbestos and lead based paint to support gutting and revitalization of this large historical downtown building. The Globe Seed & Feed site will have both hazardous substance and petroleum assessments. Building materials testing for asbestos and lead-based paint will be conducted to support demolition, and soil sampling will be performed near historical floor drains and sewer lines. The Rupert B&B Market will also receive both hazardous substance and petroleum assessments (building materials testing for asbestos and lead based paint, and screening for petroleum vapor intrusion from the former tank system). Finally, the Jerome Tire Dump will have surface soil testing to support soil management during construction in areas where drippage from vehicles and leaching from tire piles may have occurred. Additional Phase II assessments at additional sites to be identified in the grant period include building materials testing at one hazardous substance site, and petroleum testing at one other site. *Schedule:* December 2020 - August 2023. *Lead:* QEP. *Outputs:* One programmatic QAPP, 6 Phase I assessments, 9 Phase II Assessments (2 petroleum, 7 hazardous substance) including SAP, HASP, and Report of Findings.

**Task 4: Cleanup Planning** – Three cleanup plans will be produced, including an Analysis of Brownfields Cleanup Alternatives (ABCA) for the Jerome Post & Pole priority site, a comprehensive cleanup plan for multiple media at the Globe Seed & Feed priority site, and a petroleum site ABCA. A conceptual reuse plan will also be developed for the Globe Seed & Feed priority site to guide attraction of investors and potential tenants, and to communicate the overall redevelopment vision of an agriculture innovation center. *Schedule:* March 2021 – July 2023. *Lead:* QEP. *Outputs:* 3 cleanup plans, one conceptual reuse plan.

## **b. Cost Estimates**

The following table reflects our budget breakout by task with 89% of the grant funding going toward direct costs for community outreach, assessment, and cleanup planning.



PROJECT BUDGET					
Budget Categories	Project Tasks				
	1. General Programmatic	2: Community Outreach	3: Site Assessment	4: Cleanup Planning	Total
<b>Personnel</b>					
Hazardous Substance	\$10,500	\$4,900	\$0	\$0	\$15,400
Petroleum	\$4,500	\$2,100	\$0	\$0	\$6,600
<b>Fringe Benefits</b>					
Hazardous Substance	\$3,150	\$1,470	\$0	\$0	\$4,620
Petroleum	\$1,350	\$630	\$0	\$0	\$1,980
<b>Travel</b>					
Hazardous Substance	\$2,000	\$1,470	\$0	\$0	\$3,470
Petroleum	\$1,000	\$630	\$0	\$0	\$1,630
<b>Equipment and Supplies (none)</b>					
<b>Contractual</b>					
Hazardous Substance	\$0	\$5,500	\$165,400	\$16,400	\$192,300
Petroleum	\$0	\$3,000	\$71,000	\$5,000	\$74,000
<b>TOTAL</b>					
Hazardous Substance	\$15,650	\$13,340	\$165,400	\$16,400	\$210,790
Petroleum	\$6,850	\$6,360	\$71,000	\$5,000	\$89,210
<b>OVERALL TOTAL</b>	<b>\$22,500</b>	<b>\$19,700</b>	<b>\$236,400</b>	<b>\$21,400</b>	<b>\$300,000</b>

The following explains how costs shown in the Project Budget table were developed. Outputs are denoted with an asterisk (\*).

**Task 1: Program Management** – Personnel costs were calculated at a rate of \$30/hour for 500 hours (\$15,000), which will allow us to: hire a QEP\*; update ACRES quarterly\*; and prepare 12 EPA quarterly reports\* during the three-year grant cycle. Program management will also include monthly strategy meetings with the QEP and interfacing with our Board and local partners. Fringe benefits were calculated at a rate of 30% for personnel expenses. Travel costs, including airfare, transportation, and per diem (\$3,000) were included to allow our program coordinator to attend national and statewide brownfield conferences.

**Task 2: Community Outreach** – We calculated time spent on community outreach at a rate of \$30/hour for approximately 233 hours (\$7,000). This time will allow us to plan and conduct 6 public meetings\*, provide one brownfield update to our webpage\*, and send quarterly email updates to redevelopment partners\*. Regional travel for community outreach was estimated at approximately \$700 per year for gas and vehicle use (\$700/year for three years = \$2,100 total) Contractual Costs for outreach include the preparation of 5 fact sheets\* at \$500 each (\$2,500), 3 public meeting presentations\* at \$1,000 each (\$3,000), and \$3,000 for the QEP's assistance with one-on-one landowner meetings.

**Task 3: Site Assessment** - Contractual Costs include the preparation of one programmatic QAPP\* (\$4,000), 6 Phase I assessments\* at \$3,500 each (\$21,000), 9 Phase II Assessments\* (2 petroleum, 7 hazardous substance) including a SAP, HASP, and Report of Findings for each. Phase II cost details are provided below. To keep costs of building materials assessments low, we will use a standardized guide to summarize testing frequencies and techniques. In accordance with this cost-saving approach, the cost for the first building materials SAP is estimated at \$5,000 and the subsequent building materials SAPs are estimated at \$1,500 each.

Including the SAP, HASP, and Report of Findings, average Phase II assessment costs are estimated to be: \$12,975 each for 4 building materials sites; \$32,500 each for 3 non-building materials hazardous substance

sites; and \$31,000 each for the 2 petroleum sites. Cost for the Jerome Tire Dump priority site are estimated to be below-average, because testing and profiling of near surface soil for future management during construction is likely to be the scope (i.e., relatively shallow sampling). Costs for the Globe & Seed priority site are estimated to be above-average due to the large size of the building, and multiple types of media anticipated for the assessment (building materials and soil).

**Task 4: Cleanup Planning** - Contractual Costs include the preparation of 3 cleanup plans\*. We anticipate an ABCA for the Jerome Post & Pole priority site (\$3,000) and a comprehensive cleanup plan for multiple media at the Globe & Seed priority site (\$7,000). A conceptual reuse plan (\$6,400) for the Globe & Seed priority site is also included in the contractual costs for this task. We have also included costs for an ABCA at a petroleum site (\$5,000).

### c. Measuring Environmental Results

The RIVDA brownfields coordinator will be responsible for tracking and measuring progress. They will evaluate performance of the contract agreement workplan each quarter through quarterly reports and ACRES and will discuss any obstacles with the EPA project officer. RIVDA and the EPA project officer will develop a plan to overcome the obstacle and achieve the desired outcome in its workplan. Because RIVDA works closely with each county and many communities on a regular basis, we will have the ability to closely track final outcomes. RIVDA is confident assessments will be completed within the 3-year grant timeline. Final outcomes will include additional tax base, office space for non-profits, a food innovation research center, removal of blight on our small-town main streets, additional housing, and new industrial companies reusing infill properties.

## 4. PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE (25 POINTS)

### a. Programmatic Capability

#### i. Organizational Structure and ii. Description of Key Staff

RIVDA has the experience needed to successfully manage a brownfields assessment grant. RIVDA was created more than 40 years ago to help spur economic development in the region and provide incentives and funding sources for new and/or expanding businesses. We currently manage four loan programs from the US Small Business Administration, US Economic Development Administration Revolving Loan Fund, and USDA Rural Development Intermediary Relending and Micro Loan programs.

The Brownfields Coordinator will review requests for assessment assistance, lead community outreach, and report to the RIVDA Board. The Brownfields Coordinator and the Board will select the QEP. The Board President has executive authority and will be the point of contact if any serious concerns arise. The Fiscal Operations Manager will be responsible for draw requests and maintaining financial records.

Our brownfields team will include Brenda Hastreiter, Georgia Dimick, and Tedi Thompson. The table below displays this well qualified team's qualifications to successfully manage a brownfields assessment grant.

KEY STAFF			
Name	Title/Role in Project	Education	Experience
Brenda Hastreiter	Community Development Planner/Project Director	Kaplan University: Business Administration	With Region IV since 2016. Experience includes implementing administrative requirements associated with Idaho Community Development Block Grants (ICDBG), Idaho Dept. of Environmental Quality, and USDA-Rural Development funded projects. ICDBG State Certified Grant Administrator since 2017.

KEY STAFF			
Name	Title/Role in Project	Education	Experience
Georgia Dimick	Community Development Planner/Brownfields Coordinator	Idaho State University: Human Resource Development & MS Organizational Leadership & Development	With RIVDA since 2018. Has experience administering grants up to \$3 million dollars including EOA and USDA grants. As former Mayor of Oakley, Idaho, worked on community economic development and facilitated first wind turbine and solar secondary power source for the city well.
Tedi Thompson	Fiscal Operations Manager	Boise State University: Accounting	Fiscal Operations Manager for Region IV since 2016. Process all Accounts Payable/Accounts Receivable, prepare monthly financial statements, prepare and process payroll, prepare for and assist with annual audits.

### iii. Acquiring Additional Resources

In the case of employee turnover, RIVDA supports a staff of 9 employees to cover vacancies as needed until additional staff are hired. Our staff is experienced in grant administration and fiscal management, marketing, and federal loan programs that could successfully carryout management of the grant. RIVDA will select a QEP to assist with community outreach and conduct assessments and cleanup planning. We will procure the QEP in accordance with tribal and federal laws contained in 40 CFR 30 or 31.

### b. **Past Performance and Accomplishments**

#### ii. Has Not Received an EPA Brownfields Grant but has Received Other Federal or Non-Federal Assistance Agreements

(1) *Purpose and Accomplishments:* RIVDA has a long history of receiving and successfully managing grants, including: Community Development Block Grants (CDBG) funded by the U.S. Department of Housing and Urban Development; state-funded Rural Community Block Grants (RCBG); and grants from the U.S. Economic Development Administration (EDA). Recent examples include a CDBG (\$55,000) awarded in November 2017 that helped the City of Carey, Idaho develop a new city park that includes handicap-accessible parking spaces and walkways, new playground equipment, a basketball court, soccer goals, and baseball diamond. RIVDA is assisting the Bruneau Water and Sewer District (in Owyhee County) with a \$500,000 CDBG that was awarded in September 2018. The grant is being used to reconstruct, re-line, and increase the capacity of the District's wastewater treatment lagoon system to allow it to meet State requirements. In addition, RIVDA is also managing a \$1.2M EDA grant for the Idaho Rural Water Association for the construction of a new training center that will also be used to store specialized equipment to respond to natural disasters. The project will support disaster mitigation and response by providing training to protect water and wastewater facilities during major flood events. The project is expected to create or retain 550 jobs and generate \$450,000 in private investment.

(2) *Compliance with Grant Requirements:* RIVDA strictly adheres to reporting guidelines and deadlines about each grant we manage. We have met all grant requirements for the Carey and Bruneau Water and Sewer District CDBGs to date, as well as for the Idaho Rural Water Association EDA grant. We have submitted reports on time and tracked outputs and outcomes. All funds from the Carey CDBG have been drawn. All funds for the Bruneau Water and Sewer District CDBG and Idaho Rural Water Association EDA grant are at 77% and 84% of the budget and will be drawn by the closing dates of the grants.

ATTACHMENT A  
THRESHOLD CRITERIA



## **Threshold Criteria**

### **Applicant Eligibility**

Region IV Development Association (RIVDA) is an entity eligible to apply for an assessment grant because it is a 501(c)3 non-profit organization.

### **Documentation of Applicant Eligibility**

A letter confirming RIVDA's non-profit status is included in **Attachment B**.

### **Community Involvement**

Community involvement will be critical to the success of our brownfields program, and a community involvement plan will be completed within 3 months of execution of a cooperative agreement with EPA. The objectives of involving the community will be to increase awareness of the Brownfields Program, communicate progress, and identify additional potential Brownfields sites. The plan will include creating and maintaining a brownfields page on our website; providing quarterly email updates to our redevelopment partners; public, small stakeholder, and one-on-one meetings; and engaging local and regional media outlets such as the Twin Falls Times-News to get the word out about the brownfields program. In addition, our Brownfields Coordinator will have an active presence at our board meetings (which includes representatives from multiple local communities), as well as board meetings of Southern Idaho Economic Development and Southwest Idaho Rural Development. We believe that these tasks will engage the public and all stakeholders to the maximum extent possible.

The public meetings will be announced on our website, in the newspaper, and in the quarterly email updates to project partners. All meetings will accommodate sight, hearing and ADA needs as needed. Due to a large Hispanic population, we will provide information in Spanish as needed. Our Qualified Environmental Professional will prepare informational fact sheets to illustrate the Assessment grant opportunity to site owners, lenders, and local governments. Each fact sheet will have contact information for our Brownfields Coordinator. Consideration of community input and preparation of a response will be through our Brownfields Coordinator for routine matters, and via written response from our Board President if significant concerns or complaints arise.

During initial outreach efforts, we will describe this proposed communication plan to interested stakeholders and solicit comments on its effectiveness for reaching the widest possible audience.

### **Expenditure of Assessment Grant Funds**

RIVDA does not have a current EPA Brownfields Assessment grant.

**ATTACHMENT B**  
**REGION IV DEVELOPMENT ASSOCIATION**  
**NON-PROFIT ORGANIZATION STATUS**

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 12 1996

REGION IV DEVELOPMENT ASSOCIATION  
INC  
315 FALLS AVE PO BOX 1844  
TWIN FALLS, ID 83301

Employer Identification Number:

(b) (6)

DLN:

316164031

Contact Person:

D. A. DOWNING

Contact Telephone Number:

(513) 684-3957

Accounting Period Ending:

September 30

Form 990 Required:

No

Addendum Applies:

Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Donors may deduct contributions to you as provided in section 170 of the

Letter 947 (DO/CG)

REGION IV DEVELOPMENT ASSOCIATION

Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$10 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

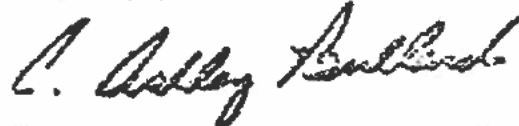
Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

-3-

REGION IV DEVELOPMENT ASSOCIATION

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "C. Ashley Smith". The signature is written in a cursive, flowing style.

District Director

Addendum

Letter 947 (DO/CG)

Region IV Development Association, Inc.

In response to your request, we have determined that you are not required to file Form 990, Return of Organization Exempt From Income Tax, since you are exempt from tax under section 501(a) of the Internal Revenue Code, and you are treated as an affiliate of a governmental unit pursuant to Revenue Procedure 95-48, 1995-2 CB 418.

Your request for relief under section 301.9100-1 of the Income Tax Regulations has been granted. Therefore, your exemption under section 501(c)(3) of the Code is effective September 9, 1975, date you were formed.

Region IV Development Association

9 - Counties and 37 - Cities

County	City				County	City
Blaine	Bellevue				Jerome	Eden
	Carey					Haselton
	Hailey					Jerome
	Ketchum					
	Sun Valley				Lincoln	
						Dietrich
Camas	Fairfield					Richfield
	Hill City					Shoshone
					Minidoka	
Cassia	Albion					Acequia
	Declo					Heyburn
	Malta					Minidoka
	Oakley					Paul
						Rupert
Elmore	Glenns Ferry				Twin Falls	Buhl
	Mountain Home					Castleford
	Mountain Home Air Force Base					Filer
						Hansen
Gooding	Bliss					Holister
	Gooding					Kimberly
	Hagerman					Murtaugh
	Wendell					Twin Falls

## Application for Federal Assistance SF-424

**\* 1. Type of Submission:**

- ☐ Preapplication  
☒ Application  
☐ Changed/Corrected Application

**\* 2. Type of Application:**

- ☒ New  
☐ Continuation  
☐ Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

12/02/2019

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

Region IV Development Association Inc

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

**\* c. Organizational DUNS:**

1738497460000

**d. Address:**

**\* Street1:**

202 Falls Ave

**Street2:**

**\* City:**

Twin Falls

**County/Parish:**

Twin Falls

**\* State:**

ID: Idaho

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

833035079

**e. Organizational Unit:**

**Department Name:**

Economic Development

**Division Name:**

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

**\* First Name:**

Georgia

**Middle Name:**

Ann

**\* Last Name:**

Dimick

**Suffix:**

**Title:**

Community Development Planner

**Organizational Affiliation:**

**\* Telephone Number:**

2087325727

**Fax Number:**

2087325454

**\* Email:**

gdimick@csi.edu



## Application for Federal Assistance SF-424

### \* 9. Type of Applicant 1: Select Applicant Type:

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

### Type of Applicant 2: Select Applicant Type:

E: Regional Organization

### Type of Applicant 3: Select Applicant Type:

### \* Other (specify):

### \* 10. Name of Federal Agency:

Environmental Protection Agency

### 11. Catalog of Federal Domestic Assistance Number:

66.818

### CFDA Title:

Brownfields Assessment and Cleanup Cooperative Agreements

### \* 12. Funding Opportunity Number:

EPA-OLEM-OBLR-19-05

### \* Title:

FY20 GUIDELINES FOR BROWNFIELD ASSESSMENT GRANTS

### 13. Competition Identification Number:

### Title:

### 14. Areas Affected by Project (Cities, Counties, States, etc.):

1234-County & City List.xlsx

Add Attachment

Delete Attachment

View Attachment

### \* 15. Descriptive Title of Applicant's Project:

Region IV Development Association Regional Brownfield Assessment Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**\* a. Applicant \* b. Program/Project 

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**\* a. Start Date: \* b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="300,000.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="300,000.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ \*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title: \* Telephone Number:  Fax Number: \* Email: \* Signature of Authorized Representative:  \* Date Signed: